FedTraveler.com

ARC Travel Worksheet Instructions
(v1.1 4/8/09)

Contents:

Authorization (Travel Request Worksheet)

1. Traveler/Admin initiates travel by obtaining the ***Travel Request Worksheet*** (TRW) from http://cfo.arc.nasa.gov/travel.html and completing each section as follows:

   A. Enter the traveler's e-mail address. Name, ORG and phone will subsequently be automatically populated.
   B. If the POC for the trip is **NOT** the traveler, please enter an alternative e-mail address.
      - If the POC would like a copy of the itinerary, check the "send copy to alternative" box.
   C. Enter Purpose of the trip and Description.
      - **If travel is Conference Travel, you must submit a Conference Determination Request (CDR) with your Travel Request Worksheet. You can obtain the CDR at http://cfo.arc.nasa.gov/travelconf.html**
   D. Enter date of trip, departure location, and arrival location.
      - Enter time or lodging preferences if necessary (e.g., leave after 1:00pm, arrive before 6:00pm).
   E. Enter date and expected expenses if applicable.
      - Expenses may include limo, taxi, etc.
   F. Provide justification rate/amount for any special items.
   G. Enter appropriate WBS, Object Class (see list below) and Fund
      - Contact the Travel POC (resources or administrative assistant) in your organization to obtain appropriate WBS and fund information.

2. Please e-mail the completed worksheet to ARC-CTO@mail.nasa.gov following these guidelines:

      - E-mail subject line: Org Code – Date – Traveler Name
        (example: Code CS – 041709 – J. Doe)
      - Send the e-mail with "High Priority" (!) if travel is within 48 hours
      - Note: Travel within 24 hours is considered emergency travel and travelers should contact EDS
        at 1-888-353-58732. Please also e-mail the completed worksheet to **ARC-CTO@mail.nasa.gov**.

Voucher (Expense Report Worksheet)

1. Within five days of travel completion, traveler submits the *Expense Report Worksheet* (2nd tab of above TRW or also available at http://cfo.arc.nasa.gov/travel.html) to ARC-CTO@mail.nasa.gov along with receipts as **one package** to ARC Central Travel Office via **fax** (650-604-6082), **mail** (MS 203-14), or **scan** (ARC-CTO@mail.nasa.gov).

   - E-mail subject line: Org Code – Date - Traveler Name (example: Code CS – 041709 – J. Doe)
   - Copies of receipts over $75 (including all airfare, hotel, and rental car receipts regardless of cost) are to be submitted.
   - All original receipts should be retained by the traveler for 6 years and 3 months per US Federal Travel Regulations.

2. The Central Travel Office will notify you when the expense report is complete.

3. Log into https://www.fedtraveler.com and "sign" the expense report for payment. See the Traveler Quick Guide at http://cfo.arc.nasa.gov/travel.html for instructions on how to sign an expense report.

Object Classes

2111: Development Programs Domestic
2112: Development Programs (Foreign except Russia)
2113: Research, Technology and Study Programs (Domestic)
2114: Research, Technology and Study Programs (Foreign)
2121: General Administrative Travel (Domestic)
2122: General Administrative Travel (Foreign except Russia)
2128: Training Travel - TDY (Domestic)
2129: Training Travel - TDY (Foreign except Russia)
2131: Scientific and Technical Meetings, Seminars & Symposia (Domestic)
2132: Scientific and Technical Meetings, Seminars & Symposia (Foreign except Russia)

Contacts and Support

- ARC Travel Website: **cfo.arc.nasa.gov/travel.html**

- ARC Travel Office for travel worksheet submission: **ARC-CTO@mail.nasa.gov**

- General FedTraveler.com Questions: **4-2000** or **arc-help@mail.nasa.gov**

- Contact during domestic travel: **1-888-353-5873**

- Contact for emergency travel (less than 24 hours): **1-888-353-5873**